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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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## **Subject: NASA Equipment Management Procedural Requirements**

**Responsible Office: Logistics Management Division**

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## **Chapter 2: Equipment Acquisition**

### **2.1 Equipment Acquisition**

2.1.1 Purpose. To establish uniform requirements for the administration of equipment acquisition concerning property control and the logistics organization, including the preparation and coordination of equipment specifications, identification of unique equipment, and the approval to acquire the equipment. Receipt of any equipment from sources other than the Central Receiving shall immediately be reported by the recipient to the Center Equipment Manager. NASA equipment shall be acquired and used only to support official program or institutional operations. Equipment is defined as a tangible asset that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put in use. Equipment includes all items of property configured as mechanical, electrical, or electronic tools and apparatus which function independently, or in conjunction with other equipment that has a useful life of two years or more and is not consumed in an experiment. This section applies to equipment-using organizations and controlled equipment which is acquired and used by NASA Centers. Controlled equipment is defined in Appendix A, Definition of Terms. This chapter sets forth administrative requirements for the acquisition and use of new or replacement equipment. NASA contractors are required to acquire equipment in accordance with the FAR and NASA FAR Supplement.

#### **2.1.2 Identification of Unique Equipment**

2.1.2.1 Specialized equipment items or equipment systems generally not commercially available which, by design or function are subsequently redistributed and used for other

purposes, shall be designated as unique equipment at the time the equipment becomes inactive. The responsible division director or chief makes this determination in coordination with the Center Equipment Manager. When unique equipment becomes inactive, it is reviewed throughout NASA for other use, following the screening procedures.

### 2.1.3 Equipment Acquisition Documents

2.1.3.1 Copies of purchase orders or documentation supporting the estimated acquisition costs of fabricated or prototype items are used as supporting documents for the NASA PP&E System.

### 2.1.4 Procedures for Approving High Value Equipment Acquisitions

2.1.4.1 These procedures shall establish equipment approval authority at a level which ensures that the approving officer is knowledgeable of the overall equipment requirements, the Center Director's equipment acquisition policy, and other Agency policy. The approving official shall ensure that a review of the requirement is made by technically qualified personnel, preferably independent of the requiring office, and shall ensure that coordination is effected with any offices functionally responsible for management and control of the equipment. Examples of equipment that are subject to such reviews are transportation, photographic, automatic data processing, aircraft, safety equipment, and weapons.

2.1.4.2 Prior to acquisition of an item valued at more than \$25,000, the CO shall ensure that appropriate consideration has been given to the Agency's existing equipment assets and that screening efforts have been accomplished through the Center's Disposal Office or by using the NASA PP&E System to screen for equipment.

2.1.4.3 When transfer or loan from another Government agency or NASA Center is involved, the SEMO and requesting organization should be contacted for shipping and handling instructions. Requests for NASA Headquarters assistance in obtaining equipment from other Government agencies shall be coordinated by the SEMO, the Property Disposal Officer, and, if needed, NASA Headquarters, Logistics Management Division.

### 2.1.5 Prescreening of NASA's Excess Equipment

2.1.5.1 For an item with an estimated cost of more than \$25,000, the requesting office should contact the Center Property Disposal Officer for the screening of NASA's excess equipment or equipment disposal case records in the PP&E System prior to initiation of a procurement request. Screening should be done to determine the availability of candidate equipment that satisfies the requirement and, thus, avoid a new acquisition.

### 2.1.6 Approving Contractor Proposals for Equipment

2.1.6.1 Contractor proposals for equipment acquisition shall be processed and administered pursuant to the requirements set forth in the FAR and NASA FAR Supplement and shall be submitted to the responsible contracting officer for approval.

### 2.1.7 Equipment Subject to Special Controls and Reporting Requirements

2.1.7.1 Additional special controls and reporting requirements are established for the following equipment:

2.1.7.2 Motor Vehicles. Separate annual calls are made for the Office of Management

and Budget (OMB) and congressional budget submissions. Specific policies and procedures for the authorization, acquisition, utilization, and disposition of vehicles are set forth in NPR 6200.1, NASA Transportation and General Traffic Management. 41 CFR 102-34.55 requires that passenger vehicles and trucks achieve a fleet average fuel economy as established by the Secretary of Transportation.

2.1.7.3 Aircraft. The policies and procedures for aircraft acquisition are set forth in NPD 7900.4, Aircraft Operations Management, and NPR 7900.3, Aircraft Operations Management. The requirements herein are for aircraft accountability and control.

a. To ensure accountability, control, and visibility of NASA aircraft, the Center Flight Operations offices/departments shall designate an Aircraft Inventory Management Officer (AIMO), whose responsibility shall be to coordinate with the Center SEMO in updating the NASA PP&E System on all aircraft acquisitions, disposals, and permanent modifications. Based on the documentation provided by the AIMO, the Center SEMO shall ensure that the aircraft equipment records are updated in the NASA PP&E System.

b. The AIMO shall identify to the SEMO the purpose and use of all NASA-owned aircraft, active and inactive (e.g., decommissioned, displayed, parts, program support, research). The AIMO identifies aircraft obtained solely for spare parts. These aircraft are accounted for in the NASA PP&E System as spare parts aircraft. The purpose and use are incorporated into the item name or are documented in the NASA data tab of the Equipment Master Record (EMR) (See Appendix D).

c. The AIMO shall provide the Federal Aviation Administration Registry Number or the NASA tail number of each aircraft to the Center SEMO. The number shall be entered into the NASA data tab of the EMR.

d. The AIMO submits to the Center SEMO a Cannibalization/Modification Request (NASA Form 1617) for each aircraft acquired or identified as a spare parts aircraft. The AIMO shall coordinate with the Center SEMO in notifying the Center Deputy Chief Financial Officer annually of all value adjustments, or when the value of the aircraft drops 10 percent or more. The Cannibalization/Modification Request form shall be reviewed, approved, and maintained on file and the cost value adjustments shall be processed accordingly. Based on the information provided by the AIMO, the Center Equipment Manager shall ensure that the EMR for the aircraft is accurately updated.

e. Center-owned aircraft and stock shall be under appropriate Center inventory controls. Annual physical inventories of Center-owned aircraft, including (aircraft) spare parts, shall be taken to determine the accuracy of the aircraft equipment records in the NASA PP&E System. The results shall be reconciled by the AIMO and the Center SEMO. The Center Finance Property Accountant shall be informed of changes due to inventories via the NASA PP&E System by performing a review of the EMR/AMR Integration Report.

## 2.1.8 Equipment Acquired for Use in Mission Support under the Space Tracking and Data Systems Program

2.1.8.1 The acquisition of space tracking and data systems equipment shall be subject to the Work Authorization Document (WAD) procedures established by the Space Operations Program. The acquisition of all tracking and data acquisition equipment is administered only in accordance with these established procedures.

2.1.8.2 The Deputy Associate Administrator for Space Communications, Space

Operations Missions Contract, shall provide input to the SEMO for the Congressional budget for WAD-approved equipment acquisitions as set forth in the annual budget call. In addition, by November 15 of each year, the Office of Space Flight provides a report, for the preceding fiscal year, of actions taken by Centers for the acquisition of equipment as required.

## 2.1.9 Fabrication of Equipment

2.1.9.1 Equipment that is fabricated at, or by, a NASA Center shall be sufficiently identified to enable appropriate Federal Supply Class identification and equipment accountability by the responsible office.

2.1.9.2 Documentation for, and description of, fabricated equipment shall be developed and furnished to the SEMO for use in determinations regarding the physical control of such items by the responsible office.

## 2.1.10 Acquisition of Office Furniture

2.1.10.1 Before purchasing new furniture, the activity shall screen the local excess inventory for items that can be reused. Items of office furnishings costing \$5,000 or more shall be controlled, as set forth in Chapter 3, Equipment Administrative Procedures and Use, of this NPR.

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